

Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140047-1

## REPORTS INVENTORY

PREPARE IN DUPLICATE				DDS/OTR/SIWA-11	
1. TITLE OF REPORT (if a fill-in report include Form No.) Records Holdings Survey				2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL LOGISTICS MEDICAL	TRAINING SECURITY FINANCE	X ADMIN. GENERAL OTHER (specify)	
4. NO. OF COPIES PREPARED 2		5. FREQUENCY (weekly, monthly, quarterly, etc.) Annual		6. DISTRIBUTION (No. of components not number of copies) 1 (Records Officer, OTR)	
7. FORMAT (memorandum, form computer print-out, etc) Forms (tabular)		8. ADP PROCESSING <input type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT HR <input type="text"/> GSA, FPMR STAT	
10. PREPARING COMPONENT (include lowest level contributing information to report) DC/SIWA, SIWA/WAF			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) 1 (from WAF), same forms		
12. COST FACTORS					
A. MANUAL PREPARATION AND REVIEW COSTS					
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT
				X	TIMES PREPARED =
					COST PER YEAR
15	\$12.80		4		\$51.20
				1	\$51.20